STATE OF UTAH DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

APPLICATION FOR LICENSURE

OCCUPATIONAL THERAPY ASSISTANT or OCCUPATIONAL THERAPIST

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Utah Division of Occupational and Professional Licensing (DOPL) desires to provide courteous and timely service to all applicants for licensure. To facilitate the application process, submit a complete application form including all applicable supporting documents and fees. Failure to submit a complete application and supply all necessary information will delay processing and may result in denial of licensure. The fees are for processing your application and will not be refunded. Please read all instructions carefully.

Address of Record: The address you provide on this application will be your address of record. All correspondence from DOPL will be sent to that address. You are responsible to directly notify DOPL of any change to your address of record. Do not rely on a forwarding order.

Social Security Number: Your social security number is classified as a private record under the Utah Government Records Access and Management Act. It is used by DOPL as an individual identifier. It is also used for child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements 42 U.S.C. 666(a)(13). If an SSN is not provided, the application is incomplete and may be denied.

SUPPORTING DOCUMENTS AND FEES:

If you are applying for licensure as an occupational therapist, complete the following in addition to submitting a completed application:

1. Submit official transcript(s) documenting a bachelor's or graduate degree in occupational therapy from a program accredited by the Accreditation Council for Occupational Therapy Education.

NOTE: Have the school send the transcript directly to DOPL. You may also have the school send the transcript to you for inclusion with your application so long as it is in a sealed envelope, bearing the school's stamp/seal on the envelope flap.

- 2. Submit a copy of your certificate as an OTR from the National Board for Certification in Occupational Therapy (NBCOT) OR request that the NBCOT send a Verification of Certification as an OTR.
- 3. Submit a \$70.00 non-refundable application fee, made payable to "DOPL."

<u>If you are applying for licensure as an occupational therapy assistant</u>, complete the following in addition to submitting a completed application:

- 1. Submit official transcript(s) documenting an associate's degree in occupational therapy from a program accredited by the Accreditation Council for Occupational Therapy Education.
 - NOTE: Have the school send the transcript directly to DOPL. You may also have the school send the transcript to you for inclusion with your application so long as it is in a sealed envelope, bearing the school's stamp/seal on the envelope flap.
- 2. Submit a copy of your certificate as a COTA from the National Board for Certification in Occupational Therapy (NBCOT) OR request that the NBCOT send a Verification of Certification as an COTA.
- 3. Submit a \$70.00 non-refundable application fee, made payable to "DOPL."

ADDITIONAL IMPORTANT INFORMATION:

- 1. **Laws and Rules:** You are required to understand all Utah laws and rules pertaining to your practice. The following applicable laws and rules are available on the Internet at www.dopl.utah.gov:
 - □ Division of Occupational & Professional Licensing Act
 - ☐ General Rules of the Division of Occupational & Professional Licensing
 - Occupational Therapy Licensing Act
 - Occupational Therapy Licensing Act Rules
- 2. **Current Documents:** Applications, statutes, rules, and forms are occasionally changed. Go to www.dopl.utah.gov to ensure you have the most recent version of these documents.
- 3. **NBCOT Professional Examination:** To register to take the NBCOT qualifying examination for licensure as an occupational therapist or occupational therapy assistant contact NBCOT at (301) 990-7979 or www.NBCOT.org.
- 4. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.

5. **License Renewal:** All occupational therapy licenses expire May 31 of each odd-numbered year.

Unlike many other states, Utah's license renewal schedule **is not** based on the licensee's date of initial licensure. Under Utah's renewal system, all licenses in each profession expire as a group on the same day every two years. Therefore, the length of a licensee's first renewal cycle depends on how far into the current renewal cycle initial licensure was obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application for licensure is an application-processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license. Approximately two months prior to the expiration date shown on the license, renewal information is disseminated to each licensee's last address of record, as provided to DOPL.

- 6. **Updating Address Information:** It is your responsibility to maintain a current address with DOPL. If your address is incorrect, you will not receive renewal notices or other correspondence. Address changes can be made online at www.dopl.utah.gov.
- 7. **Name Change:** If you have been licensed by DOPL under any other name, please submit documentation of your name change (i.e. copy of a marriage license or divorce decree).
- 8. **Ceremonial Certificate of Licensure:** After obtaining your license from DOPL, you can order a Ceremonial Certificate of Licensure, printed on parchment paper with original signatures and an embossed gold seal. Order forms can be obtained at www.dopl.utah.gov.
- 9. **Mail Complete Application to:**

By U.S. Mail

Division of Occupational & Professional Licensing P.O. Box 146741 Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational & Professional Licensing 160 East 300 South, 1st Floor Lobby Salt Lake City, Utah 84111

10. **Telephone Numbers:** (801) 530-6628

(866) 275-3675 – Toll-free in Utah

11. **Fax Number:** (801) 530-6511

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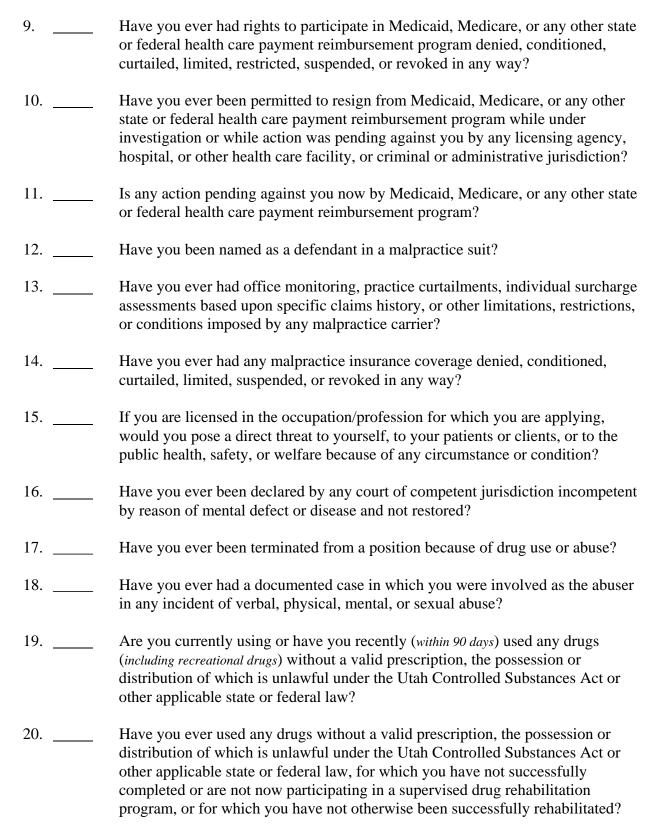
APPLICATION FOR LICENSURE

GENERAL INFORMATION: ☐ Occupational Therapy Assistant License Applying For: ☐ Occupational Therapist Social Security Number: Last Name: _____ Maiden Name: _____ First Name: _____ Middle Name: _____ Gender: ☐ Male ☐ Female Date of Birth: ___/___ Have You Ever Held A Utah License Before? ☐ Yes ☐ No If Yes, Name of Profession: If Yes, License Number: **MAILING ADDRESS:** Street: City: _____ State: ____ Zip: _____ Telephone: _____ Email: _____ DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY License/Certificate Number: Date License/Certificate Approved: ___/___/ Approved By: Date License/Certificate Denied: ___/___/ Denied By: Reason for Denial/Other Comments:

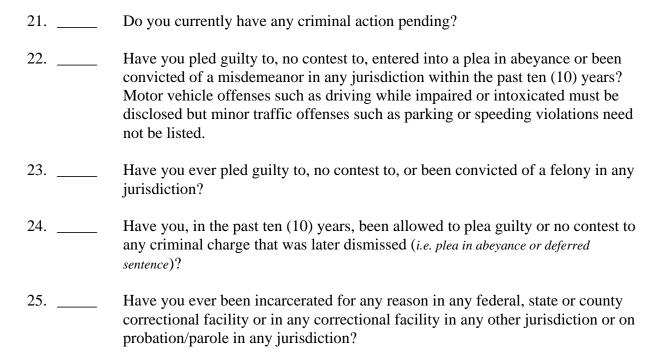
| AFFIDAVIT FOR UTAH LAWS AND RULES | |
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| I understand that it is my responsibility to read and understand all statutes and rules pertaining to my occupational therapy practice in the state of Utah and I agree to comply with such. | |
| Signature of Applicant: | Date: |

OCCUPATIONAL THERAPY QUALIFYING QUESTIONNAIRE

| Answer "yes" | 'or "no" for each question. Do not leave any question blank. |
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| 1 | Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application? |
| 2 | Have you ever been denied the right to sit for a licensure examination? |
| 3 | Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way? |
| 4 | Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any health care professional licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction? |
| 5 | Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency or governmental agency? |
| 6 | Have you ever had hospital or other health care facility privileges denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way? |
| 7 | Have you ever been permitted to resign or surrender hospital or other health care facility privileges, while under investigation or while action was pending against you by any licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction? |
| 8 | Is any action related to your conduct or patient care pending against you now at any hospital or health care facility? (Continued on the next page. |



(Continued on the next page.)



If you answered "yes" to questions 21, 22, 23, 24, or 25 above, you must submit a complete narrative of the circumstances that occurred for EACH and EVERY conviction, plea in abeyance, and/or deferred sentence. You must also attach copies of all applicable police report(s), court record(s), and probation/parole officer report(s).

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you have formally expunged a criminal record as evidenced by a court order signed by a judge, you do not need to disclose that criminal history. Expungement orders must be sent to the Bureau of Criminal Identification and the FBI to enable the expungement to be completed and the criminal history eliminated from the records.

If you answered "yes" to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A "yes" answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

AFFIDAVIT and RELEASE AUTHORIZATION

I am the applicant described and identified in this application for licensure, certification, or registration in the State of Utah.

I am qualified in all respects for the license, certificate, or registration for which I am applying in this application.

To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact.

To the best of my knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete and discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

I will ensure that any information subsequently submitted to the Division of Occupational and Professional Licensing in conjunction with this application or its supporting documents meet the same standard as set forth above.

I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division of Occupational and Professional Licensing or a licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records or information of any type reasonably required for the Division of Occupational and Professional Licensing to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

| Signature of Applicant: | |
|----------------------------|---------|
| | |
| Date of Signature://_ | <u></u> |
| | |
| Printed Name of Applicant: | |